

**Meeting Minutes**  
**Waverly Municipal Planning Commission**  
**Special Meeting**  
**May 26, 2005, 2p.m.**  
**Waverly Municipal Building**

The Meeting commenced at 2:05 p.m. with Commissioners: Frank Perry, Jeff Allen, Mike Corwin and Barbara Early present, Mayor William Kelly arrived late at 2:30 which was reported prior to the meeting. No one from the public attended the meeting. Mr. Nathan Davis, Community Development Director for the City opened the meeting by welcoming everyone and explaining that he had taken the liberty of drafting a set of By-Laws for the Commission with the assistance of Commissioner Frank Perry.

Mr. Davis began reading the draft by-laws beginning with the legal definitions of section I. Finding section I to be in order, the commission allowed Mr. Davis to read section II which addressed the Purpose of the Commission. The purpose was summarized by a reference to Article IX, Section 3, and sub-section b. of the Waverly City Charter, which was read aloud by Mr. Davis. Finding no need for corrections or additions to section II. the Commission aloud Mr. Davis to read Section III which summarized the membership of the Commission. Subsections A-E of Section III was found to be in order by the Commission. Subsection F which addressed qualities desired for future Planning Commissioners was modified by defining the preferred qualities to be as follows:

- *Potential planning commissioners should have a length of residency in the City of at least 5 years.*
- *No individual who has been convicted of a felony shall be allowed to serve as a planning commissioner.*

Subsection G of Section III was revised to read as follows:

- *Officers shall be elected annually at the regular meeting in May, with nominations for officers being submitted to the Commission no later than the date of the annual regular meeting held in April. Only members who have served at least one year and are considered to be in good standing by the Commission shall be allowed to be nominated as Officers.*

Subsections I and J were accepted as is, while Subsection K was revised to read as follows:

- *Any member of the Commission that was appointed by the Mayor and approved by City Council may be removed by the Commission for the following reasons:*
  - *A continuous neglect to attend meetings and to provide input to the Commission's activities and responsibilities.*
  - *Gross Misconduct, misfeasance, malfeasance or nonfeasance while with the Commission.*
  - *Conviction while with the Commission of a crime involving moral turpitude or for violation of his oath of office or for persistent failure to abide by the rules of the Commission.*

Finding need for no further corrections or additions to Section III, Mr. Davis proceeded to Section IV which addressed the Commission's Meeting format. The Commission revised Section IV Subsections A, D, and F. to read as follows:

- *Regular Meetings will be held the second Tuesday of every month at 2 p.m. at the municipal building.*
- *All meetings of the Commission shall conform to the laws of the State of Ohio.*
- *Items not on the Agenda shall be considered at the discretion of the Commission.*

Finding no need for further corrections or additions to Section IV, Mr. Davis preceded to the last Section of the By-Laws, Section V, addressing amendments to the By-Laws. Section V was revised to read as follows:

- *These By-Laws may be amended by four of five Commission members concurring, subject to the approval of City Council by Ordinance.*

With no additional sections being added, the Commission recommended the addition of two legal definitions to Section I. These definitions were to be drafted by Mr. Davis before the next meeting. The definition terms were as follows:

- *Quorum*
- *Good Standing*

Closing the By-Laws for revision, the Commission scheduled the next special meeting for May 31, at 2p.m. in the same location in order to elect officers in May as prescribed by the drafted by-laws.

At this time, finding no audience participation, the meeting was adjourned at 3:30 p.m.

*\*Note\* These minutes were dictated from an audio tape recording of the original meeting.*